

## DAY 1 ACTIVITY

# Configure Interface & Navigation Tutorial

### — Configure Interface

1. Right-click on the toolbar to turn panels and toolbars on/off (also under *View* menu)
  - a. Set up panels
    - i. Make sure layers panel is on
    - ii. Close other panels
    - iii. How to position a panel
  - b. Set up toolbars
    - i. Close any toolbars other than:
      1. File Toolbar
      2. Manage Layers Toolbar
      3. Map Navigation Toolbar
      4. Plugins Toolbar
2. Go over layers panel
  - a. How to position a panel
  - b. How to access panels
3. Unzip **GIS\_Packet.zip** & open **GIS\_Intro\_Project.qgs**

### — Navigating the Map View

4. Use **Zoom Full** to center map canvas on visible layers
5. **Pan**
  - a. Toolbar buttons
  - b. Click & drag
  - c. Hold space while moving cursor over map view
  - d. Tap arrow keys to nudge the map view (canvas must be active frame)\*
6. **Zoom**
  - a. Toolbar buttons (+ and -)
  - b. Default hotkeys: **ctrl + '+'** and **ctrl + '-'**
  - c. Drag an extent (zoom +)
  - d. Scroll to zoom
  - e. Go to *Preferences > Map Tools > Panning and Zooming* to set the zoom factor.  
The zoom factor must be greater than 1.
  - f. Zoom in and out incrementally with **pgup** / **pgdown** or **fn + up** / **down arrow** \*
  - g. If you get 'lost', try the **Zoom to Layer** tool in the navigation toolbar
  - h. There are other zoom tools which are quite useful:  
**Zoom Full** (fit all visible layers within the map view)  
**Zoom to Selection** (fit all selected features on the active layer in view)  
**Pan Map to Selection** (center view on selection w/o changing scale)  
**Zoom Last** (return map view to most recent scale/extent)
7. **Setting Hotkeys**

- a. Go to *Settings > Configure Shortcuts...* to customize hotkeys
- b. Press any letter key to skip to that point in the alphabetical listing
- c. Select function, click 'change', and press a new key combination to assign
- d. We recommend assigning the following shortcuts:
  - i. **Identify Features** — Shift + A
  - ii. **Pan Map** — Shift + C
  - iii. **Select Feature(s)** — Shift + S
  - iv. **Zoom** — Shift + Z
  - v. **Zoom to Layer** — Shift + X

## 8. Layers & Groups

- a. Reordering layers
- b. Expand and collapse groups
- c. Expand & collapse all
- d. Toggling layer visibility (layer vs. group)

## 9. Select & Identify Features

- a. Toolbar buttons
- b. Toggle visibility for Historic Schools layer
- c. Make layer active
- d. Identify points, see what attributes
- e. Click on feature to get attributes
- f. Un-highlighting features
- g. Right-click to open a drop-down menu (good for close-together features)
- h. Drop-down menu allows you to identify a feature on a non-active layer
- i. Activate Municipal Bounds layer & see name & GNIS ID
- j. Activate DEM layer & identify point to get elevation
- k. Different layers contain different types of information